

## **Internet Resources Available From Teneron**

This software package is only one of the many resources available from Teneron at our Internet web site, **<http://www.teneron.com/>**.

Other resources available include:

- **Additional LegalPoint Documents**
- **Business Law Topics Legal Information for Small Business**

## **Additional LegalPoint Documents**

This software package came with a sample document so that you could see the power of the LegalPoint legal documents engine. Now that you have the software, be sure to utilize it to its full potential. At the present time, there are more than 80 legal documents available covering 8 different topic areas.

Here is a partial list of documents available on the web site. New documents are being added over time, so if you need something that is not listed here, look at <http://www.teneron.com/> to see if the document is available.

### **Financial**

#### **Equipment Lease**

*The Equipment Lease Agreement is used to lease property in return for regular lease payments.*

#### **General Release by Individual Claimant**

*The General Release by Individual Claimant is used when one person is acknowledging release of a claim against another person.*

#### **Guaranty**

*The Guaranty document allows individuals to personally guarantee that a corporation will fulfill the obligations of a contract. Corporations may also use the Guaranty to guarantee the obligations of other corporations.*

#### **Letter Disputing Credit File**

*The Letter Disputing Credit File provides a formal letter notifying to a credit bureau that it has incorrect, incomplete or missing information regarding the sender.*

#### **Promissory Note**

*A Promissory Note establishes the obligation of a borrower to repay a debt with interest.*

#### **Release of Contract Claim**

*The Release of Contract Claim is used by an individual or company that is releasing a "breach of contract" claim against another individual or company.*

#### **Request for Credit Report**

*The Request for Credit Report is a letter used by an individual to request a copy of his or her credit report from a national or local credit bureau.*

**Security Agreement**

*The Security Agreement allows a party borrowing money from another to give a security interest (ie. collateral) in some tangible personal property.*

**Settlement Agreement**

*The Settlement Agreement is used when two parties to a contract that is in dispute agree to settle and resolve their differences by further written agreement.*

**Sales & Marketing****Advertising Agency Agreement**

*The Advertising Agency Agreement establishes the relationship between an advertiser and its advertising agency, including the compensation for the agency's advertising services.*

**Co-Op Promotional Agreement**

*The Co-Op Promotional Agreement is used to arrange for an in-store or special promotion with a retailer or other entity.*

**Distributorship Agreement - Exclusive**

*The Exclusive Distributorship Agreement provides a distributor with exclusive rights to distribute a manufacturer's goods within a defined territory.*

**Distributorship Agreement - Non-Exclusive**

*The Non-Exclusive Distributorship Agreement allows a manufacturer to distribute goods through an independent distributor.*

**Joint Marketing Agreement**

*The Joint Marketing Agreement allows two companies selling complementary products or services to cooperate in marketing.*

**Sales Employment Agreement**

*The Sales Executive Employment Agreement is an employment agreement tailored for an important sales person.*

**Sales Representative Agreement**

*The Sales Representative Agreement establishes an individual or company as an independent sales representative for a manufacturer or other seller of tangible goods.*

#### **Talent/Model Release**

*The Talent/Model Release is signed by an individual to acknowledge consent to the use of the individual's picture in connection with advertising a product or service.*

#### **Testimonial Consent and Release**

*The Testimonial Consent and Release is signed by an individual to acknowledge consent for the use of a personal endorsement of an advertiser's product or service.*

### **Personal & Employment**

#### **Acceptance of Employment**

*The Acceptance of Employment is a letter from an individual to a company, and states acceptance of an employment offer.*

#### **Assignment of Pre-Employment Works**

*The Assignment of Pre-Employment Works is used when a new employee is assigning ownership of software to a company.*

#### **Conflict of Interest Guidelines**

*The Conflict of Interest Guidelines is a set of rules for your employees to follow to avoid a conflict of interest.*

#### **Employee Non-Compete Agreement**

*The Employee Non-Compete Agreement is signed by new employees. If the employee later leaves the company, this agreement prevents him or her from competing against the company, recruiting other employees, or misusing confidential information.*

#### **Employee Rules of Conduct**

*The Employee Rules of Conduct are designed to provide a reasonable set of regulations for employees to follow.*

#### **Employment Application**

*This Application for Employment may be used by companies taking applications for general employees.*

**Executive Employment Agreement**

*The Executive Employment Agreement is used when a company hires an individual for a senior management position.*

**Independent Contractor (Consulting)**

*The Independent Contractor Agreement is used when a company wants to retain a consultant to provide services to the company for a limited period of time.*

**Offer Of Employment**

*The Offer of Employment is a letter which makes a written offer of employment to a prospective employee.*

**Rejection of Applicant**

*The Rejection of Applicant letter notifies a job applicant that he or she has not been selected.*

**Terms of Employment**

*The Terms of Employment is signed by new employees to acknowledge that they understand the basic terms of their employment arrangement.*

**Sale & Purchase Goods****Agreement for the Sale of Goods**

*Use the Agreement for the Sale of Goods when two parties, the seller and the buyer, negotiate for the sale of goods.*

**Bill of Sale**

*The Bill of Sale is used to document the sale of tangible personal property.*

**Limited Warranty**

*The Limited Warranty statement is used by a manufacturer when selling tangible products.*

**Notice by Buyer - Cancellation for Breach**

*The Notice by Buyer - Cancellation for Breach is a letter used by a buyer when the seller has breached an Agreement for the Sale of Goods.*

**Notice by Seller - Cancellation for Breach**

*The Notice By Seller - Cancellation for Breach is a letter used by a seller when the buyer has breached an Agreement*

*for the Sale of Goods.*

**Notice of Cancellation of Order**

*The Notice of Cancellation of Order - Goods Not Received is a form letter used when a seller has failed to deliver goods on a timely basis.*

**Notice of Past Due Account - First**

*The First Notice of Past Due Account provides a "friendly" written reminder to a buyer of goods that the invoice amount is still owed.*

**Notice of Past Due Account - Second**

*The Second Notice Of Past Due Account provides a strong reminder to a buyer of goods that the invoice amount has not been paid.*

**Notice of Past Due Account - Final**

*The Final Notice Of Past Due Account is the third and final notice to send to a buyer that has not paid an invoice.*

**Notice of Rejection of Non-Conforming Goods**

*The Notice of Rejection of Non-Conforming Goods is a form letter a buyer sends to a seller who has sent goods inconsistent with an order.*

**Purchase Order**

*The Purchase Order is the front page of a purchase order form. Combine it with the Purchase Order Terms document to create a complete purchase order.*

**Purchase Order Terms**

*The Purchase Order Terms document provides a set of terms and conditions to go with a purchase order. A purchase order should always include a set of terms.*

**Sale of Goods on Consignment Agreement**

*The Sale of Goods on Consignment Agreement allows a Consignor to provide goods to a Consignee, who then attempts to sell the goods. The Consignee then pays the Consignor for goods sold and returns any unsold goods.*

**Corporate**

**Action by Incorporator**

*After a new company has been incorporated, the Action By*

*Incorporator is completed to "hand off" the remaining organization chores to the directors and officers.*

### **Bylaws**

*The Bylaws document provides a set of bylaws for a corporation. Bylaws establish the rules governing the management of a corporation, such as annual meeting dates, quorum requirements, and officer's duties. Every corporation must have a set of bylaws.*

### **Certificate of Incorporation**

*This Certificate of Incorporation is used by an individual to form a new corporation in Delaware or in one of the numerous states following the Delaware corporation law.*

### **Corporate Secretary's Certificate**

*The Corporate Secretary's Certificate is used to document special actions taken by the corporation's board of directors. It is generally used to assure a party outside of the corporation that the board has authorized a particular action.*

### **General Proxy**

*The General Proxy form is used by a stockholder to appoint another person to vote on the stockholder's behalf at a corporation's meeting of shareholders.*

### **Partnership Agreement**

*The Partnership Agreement establishes two or more individuals as partners in a business venture.*

### **Written Consent of Directors**

*The Unanimous Written Consent Of Directors In Lieu Of The First Meeting is used by the directors of a new small corporation to formally approve the initial actions of a new corporation.*

## **Technology**

### **Beta Test Agreement**

*The Beta Test Agreement is used by the developer of a new software or computer hardware product to arrange for a test and evaluation of the product prior to release.*

### **Confidentiality Agreement**

*The Confidentiality Agreement is used when one party with confidential or proprietary information will be disclosing that*

*information to someone else. This agreement states that the recipient of the information will not share it with anyone else.*

### **Prepackaged Software License**

*The Prepackaged Software License form is typically used with mass market software sold to personal computer users.*

### **Reciprocal Non-Disclosure Agreement**

*The Reciprocal Non-Disclosure Agreement form is used by two parties who propose to disclose confidential information to the other in anticipation of a possible business arrangement.*

### **Sale of Technology Agreement**

*This Sale of Technology Agreement is used when the developer or owner of a software program sells the ownership interest to someone else.*

### **Software Development Agreement**

*The Software Development Agreement is used when a buyer "hires" a developer to develop custom software. The buyer pays for the development effort, and has full ownership of the software produced.*

### **Software Distribution Agreement**

*The Software Distribution Agreement allows a software developer to distribute pre-packaged software through an independent distributor.*

### **Software License Agreement**

*The Software License Agreement is used when a Developer licenses software directly to an end user.*

### **Software Source Code Escrow Agreement**

*The Software Source Code Escrow Agreement protects licensees of a software program. It places the developer's source code in escrow, so that licensees may retrieve it if the developer goes out of business or otherwise becomes unable to provide software support.*

## **Real Estate**

### **Commercial Lease Agreement**

*The Commercial Lease Agreement is used to lease a part of a building to a tenant for commercial purposes.*



**Landlord Demand Letter**

*The Landlord Demand Letter provides a written notice from a landlord to a tenant that has failed to make rent payments that the tenant must leave.*

**Landlord Notice Terminating Tenancy**

*The Landlord's Notice Terminating Tenancy is a form letter to be used by a landlord terminating a tenant's month-to-month tenancy.*

**Landlord's Consent to Assignment**

*Use the Landlord's Consent to Assignment when a landlord confirms its consent to a tenant's assignment (transfer) of a lease to a third party.*

**Landlord's Rules and Regulations**

*The Landlord's Rules and Regulations document establishes rules for all commercial tenants in a building or development project.*

**Residential House Lease Agreement**

*The Residential House Lease Agreement is used by a property owner leasing a house to one or more individuals for a personal residence.*

**Tenant's Assignment of Lease Agreement**

*The Tenant's Assignment of Lease Agreement allows a tenant in a commercial or residential real estate lease to assign (transfer) the lease to someone else.*

**Tenant's Notice Terminating Tenancy**

*The Tenant's Notice Terminating Tenancy is a letter to be used by a tenant to provide notice of termination of a month-to-month tenancy.*

**Termination of Lease Agreement**

*The Termination of Lease Agreement is used by a landlord and tenant for early termination of a lease agreement. It may be used with either a residential or commercial lease agreement.*

**Personal Asset Protection****Durable Power of Attorney**

*The Durable Power of Attorney allows an individual (the "grantor") to authorize someone else to act on the grantor's*

*behalf. It is considered "durable" because the authorization remains in force even if the grantor later becomes disabled.*

### **General Power of Attorney**

*The Power of Attorney allows an individual (the "grantor") to authorize someone else to act on the grantor's behalf.*

### **Health Care Power of Attorney**

*The Health Care Power of Attorney allows you to appoint a person to make health and medical care decisions for you if you are incapacitated or have a condition which makes you unable to make a knowing health care decision for yourself.*

### **Health Care Power of Attorney - Disclosure Statement**

*A Disclosure Statement is required in several states as a companion document to the Health Care Power of Attorney.*

### **Living Will**

*A Living Will is a legal statement made by an individual that expresses whether or not he or she wishes to be kept alive by artificial medical means or life support in the event of a terminal or hopeless illness or injury.*

### **Pre-Nuptial Agreement**

*A Pre-Nuptial Agreement is a contract for a couple to sign before they get married, to spell out each other's rights on matters such as property, income, alimony, and inheritance.*

### **Revocation of Power of Attorney**

*The Revocation of Power of Attorney is used to terminate the authority granted to an attorney by a power of attorney.*

### **Special Power of Attorney**

*The Special Power of Attorney allows an individual (the "grantor") to authorize someone else to act on the grantor's behalf. It is considered "special" because it only authorizes the attorney to do specific things.*

### **Will - Spouse and Adult Children**

*This will distributes the estate to the spouse, or if the spouse is deceased, equally to the children.*

### **Will - Spouse and Trusts for Children**

*This will distributes the estate to the spouse, or if the spouse is deceased, divides the estate into trust funds for the*

children.

**Will - Spouse, No Children or Unequal Shares**

*This will distributes the estate to the spouse, or if the spouse dies first, to the people you specify in the percentages you specify. This will can be used to make unequal distributions to your children.*

**Will - Adult Children Only**

*This will distributes the estate to the testator's children in equal portions.*

**Will - No Children, or Unequal Shares**

*This will distributes the estate to the people you specify, in the percentages you specify. You may leave 100% to one person, if you desire. You can also use this will to make unequal distributions to your children.*

**Will - Trusts for Children**

*This will distributes the estate into trust funds for the children.*

## ***Business Law Topics* - Legal Information for Small Business**

The *Business Law Topics* Section of the Teneration web site provides practical information on topics ranging from choosing a lawyer to setting up a corporation. General information about legal topics important to small business is available for anyone requiring a starter course in business law.

Topics covered include:

### **Getting the Most Out of LegalPoint**

- Getting the Most Out of LegalPoint
- Finding a Good Lawyer

### **General Business Issues**

- Antitrust Laws
- Deceptive Trade Practices
- Exclusive Dealing
- Exclusive Rights
- Exporting
- Foreign Corrupt Practices Act (FCPA)
- Franchises
- Home Offices
- Leasing Equipment
- Price Discrimination
- Product Marketing
- Restrictions in the Resale of Goods
- Sales and Use Tax
- Shipping Terms - Risk of Loss
- Strict Liability and Product Liability
- Uniform Commercial Code
- Value Added Reseller (VAR)
- Warranties
- Zoning and Other Land Use Rules

### **Employment Issues**

- Americans With Disabilities Act (ADA)
- COBRA - Group Medical Benefits
- Employees and Independent Contractors (Consultants)
- Employment At Will
- Fair Labor Standards Act (FLSA)
- Family & Medical Leave Act of 1993
- Garnishment
- Keyman Insurance
- Occupational Safety & Health Act (OSHA)
- Plant Closing Law
- Sexual Harassment

Unemployment Taxes and Insurance  
Veterans Employment  
Workers Compensation

### **Corporate Issues**

Bulk Sales Law  
Limited Liability Companies  
S Corporations  
Stockholder Cumulative Voting

### **Intellectual Property Issues**

Confidential Information  
Copyrights  
Patents  
Trade Secrets  
Trademarks and Servicemarks

### **Financial Issues**

Bankruptcy  
Fair Credit Laws  
Financing Statements  
Joint and Several Liabilities  
Promissory Notes  
Truth in Lending Act  
Usury

### **Legal Issues**

Advanced Health Care Directives  
Agency  
Defamation (Slander and Libel)  
Disclaimers  
Discrimination in Housing  
Eminent Domain  
Property Ownership  
Small Claims Court



